

Office of Fleet Management Services Policies and Procedures Manual



**Department of General Services
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Office of Fleet Management Services

An organizational unit within the Director's Office of the Department of General Services the Office of Fleet Management Services (OFMS) establishes fleet management policies and procedures, for all vehicles owned by the Commonwealth, to ensure safe, reliable, and cost efficient vehicular resources are available to state employees and other OFMS customers who conduct the Commonwealth's business.

Section 1: General

A. Definitions:

Agency Transportation Officer (ATO) – Designated individual(s) in each state agency, college, or institution (hereinafter referred to collectively as “agency”) that oversee vehicle management and reporting, access to trip pool vehicles, and serve as the link for that agency with OFMS.

Centralized Fleet - Vehicles purchased by the Department of General Services' Office of Fleet Management Services available for use by state agencies on a lease or temporary basis.

DGS Director - The director of the Department of General Services.

Commuting - Use of a state-owned or leased vehicle by an employee for travel between home and office, while not in "travel status."

Employee - Any individual authorized to operate a state-owned vehicle on behalf of the Commonwealth of Virginia, e.g., part-time, hourly, full-time employees, and any individual under contract to perform services.

Fleet Administrator - The director of the Office of Fleet Management Services.

Law Enforcement Officer - Defined in Section 9-169 of the Code of Virginia and/or in accordance with opinions issued by the Attorney General.

Lease - A contract for the use of a motor vehicle for a term of more than 30 days.

Office - The facility where the employee routinely reports for duty.

Office-In-Home - The employee's home is the official location from which he/she begins and ends work duties and the employee does not report on any routine frequency to an official state facility prior to beginning work or at the conclusion of work. The location of the employee's home must be within the geographic confines of the employee's assigned work area.

Vehicle – Any State owned vehicle registered with the Department of Motor Vehicles that includes but is not limited to sedans, station wagons, minivans, pickup trucks, sport utility vehicles, or vans used primarily for the transportation of the operator and no more than 15 passengers.

Vehicle Management Control Center (VMCC) – Located at the Office of Fleet Management Services. The call center (1-866-857-6866) manages the maintenance activities of all OFMS vehicles and certain agency owned vehicles.

A. Authority:

The director of the DGS has been given authority and responsibilities by Chapter 11, Title 2.2 of the Code of Virginia concerning the purchase, use, storage, maintenance and repair, and disposal of all vehicles within the centralized fleet. By Executive Order 89, this authority and responsibility has been extended to all vehicles owned by the Commonwealth. The director of DGS has delegated the responsibilities for implementing approved policies and procedures to the Fleet Administrator.

B. Applicability of Policies and Procedures:

These policies and procedures apply to all vehicles, owned by OFMS. The Governor may, by Executive Order, extend these policies and procedures to all motor vehicles of any type owned or leased by the Commonwealth, or as the Governor designates.

C. Responsibilities:

1) Department of General Services (DGS) is responsible for developing policies and procedures for purchase, use, storage, maintenance and repair, and disposal of state-owned vehicles.

2) Office of Fleet Management Services (OFMS) is responsible for the management of the centralized fleet and for administering, monitoring, and enforcing all policies and procedures concerning vehicle assignment, utilization, maintenance, repair, and replacement. Also, OFMS oversees accident reporting and citizen inquiries.

3) Agency heads are responsible for monitoring and enforcing, within their agency, all OFMS policies and procedures governing the assignment, use, maintenance and repair of OFMS vehicles. They ensure the timely submission of various OFMS reports and the prompt payment of OFMS mileage bills. Each agency head shall also designate an agency transportation officer to serve as a liaison between their agency and OFMS.

4) Agency Transportation Officers (ATO) are responsible for carrying out the duties and responsibilities as assigned by their Agency Head to comply with the DGS policies and procedures regarding the management and operation of state-owned vehicles. Such duties may include, but are not limited to, the following:

- a) Establishing internal agency procedures to assure vehicles are maintained in accordance with OFMS policies and procedures;
- b) Orientating employees to assure vehicle operators are aware of OFMS policies and procedures, and of their individual responsibilities concerning the use of a vehicle;
- c) Establishing internal agency procedures to assure vehicle operators possess a valid operator's license;
- d) Keeping OFMS advised of any changes pertaining to vehicle assignment and/or location (applies to OFMS vehicles only);
- e) Monitoring vehicle utilization to assure optimum use and efficiency;
- f) Reporting any commuter use of vehicles to OFMS;
- g) Submitting any requests for exemption to the minimum mileage criteria as set forth in Chapter 11, Section 2.2-1178 of the Code of Virginia and Section III herein, and
- h) Submitting vehicle reports to OFMS, as requested or required.

5) Vehicle operators are responsible for reviewing and conforming to all policies and procedures pertaining to the use, maintenance and operation of a vehicle.

Section 2: Assignment of Fleet Vehicles

A. Types of Assignment:

- 1) Individual permanent Assignment: A vehicle assigned to an agency and used routinely by one individual.
- 2) Agency pool-use assignment: A vehicle assigned to an agency and used routinely by more than one individual.
- 3) Temporary assignment: A vehicle assigned for specific agency functions, involving a duration of less than one year.
- 4) Trip pool assignment: Vehicles assigned through OFMS' Trip Pool for use by state-employees and other authorized individuals for specific trips with a maximum duration of three weeks.

B. Assignment Criteria:

Individual permanent and agency pool-use assignments: Assignments will be approved only on the basis of one of the following:

- 1) The vehicle is to be driven not less than the annual business mileage (total miles minus commute miles), which is determined in accordance with Chapter 11, Section 2.2-1178 B.1 of the Code of Virginia;
- 2) A law enforcement officer as defined in Section 9-169 of the Code of Virginia;
- 3) An employee whose job duties require the constant use or continuous availability of specialized equipment which cannot feasibly or economically be either transferred between fleet vehicles or carried in personal vehicles. Such equipment may include medical supplies, a monitoring or testing apparatus or other supplies, equipment or material necessary to perform the agency's mission or function;
- 4) An employee, on 24-hour call, who must respond to emergencies on a regular or continuing basis where the emergency response is normally to a location other than the employee's official work station;
- 5) The vehicle is used for essential travel related to the transportation of clients or wards of the Commonwealth on a routine basis, or for essential administrative functions of the agency for which the use of a temporary assignment or personal mileage reimbursement is neither feasible nor economical.

C. Request for Assignment:

Requests by agencies for individual-permanent assignments, pool-use assignments and temporary assignments are to be submitted to OFMS on the Form CP-3, "Application for Assignment of State Pool Vehicle." Complete the application and have it signed by the Agency Transportation Officer (ATO), the principal operator (if an individual assignment), and the agency head. The request for assignment should be submitted at least 90 days prior to the need for the vehicle, when feasible.

Requests by agencies for a trip-pool vehicle are to be initiated by the use of the Web reservation tool on the OFMS Website at least 24 hours prior to the need for the vehicle. Go to <http://fleet.dgs.virginia.gov/>.

Reservations are accepted and filled on a first come, first served basis. All trip-pool vehicles must be picked up and returned to the OFMS facility. No vehicles will be issued by OFMS unless the individual has a "Travel Request Form," CP-2, properly executed by an authorized person within the agency and possesses a valid operator's license.

D. Agency Assignment - Informational Updates:

Agencies are to keep OFMS advised of any changes regarding vehicle assignment, including changes in vehicle principal assignee, location of vehicle, vehicle exemption, commuting, or any factors which may effect vehicle utilization. The Form CP-3, "Application for Assignment of State Pool Vehicle or Update of Previous Application," is to be used to advise OFMS of any changes.

E. Term of Assignment:

Chapter 11, Section 2.2-1178 limits the assignment of a vehicle to a maximum of two years, except upon review by the director of DGS as to the continued need for the assignment. The approval of a new assignment and the monitoring of existing assignments will be evaluated every three months. Any vehicle failing to achieve the quarterly minimum mileage criteria will be reviewed for possible recall. Any changes regarding vehicle use are to be submitted to the fleet administrator in accordance with Section II, D, herein. Vehicle assignments will terminate upon notification by the fleet administrator, unless the agency head determines that the vehicle is no longer needed prior to such notification.

F. Driver's License:

Anyone driving a state-owned vehicle must have a valid operator's license. Vehicle operators must show the license prior to obtaining any vehicle from OFMS. Agencies must have policies and procedures in place to verify individuals authorized to drive any state-owned vehicle possess a valid operator's license for the vehicle they will be operating.

G. Removal or Recall of Fleet Vehicles From Agency:

Vehicles, either agency pool or individual assignment, may be recalled if any of the following occur:

- 1) The vehicle is not driven and is not exempt from the minimum mileage requirement;
- 2) Vehicle abuse occurs, which includes but is not limited to, the improper care and maintenance of the vehicle such as excess or the extended filth of vehicle, operating the vehicle without servicing at the specified frequency, and damage to the vehicle caused by willful disregard or improper use.
- 3) If agency billings are not regularly paid within 45 days of receipt.
- 4) If the operator of a fleet vehicle is delinquent in the payment of parking tickets, fine or citations on more than two occasions in a six-month period.

Section 3: Fleet Vehicle Utilization

Chapter 11, Section 2.2-1178 specifies the method used in determining the minimum mileage criteria and other conditions necessary for the assignment of a fleet vehicle. If mileage or conditions are not demonstrated when requesting a vehicle, the assignment will be denied. If mileage or conditions are not met following an assignment, the vehicle will be recalled.

A. Request for Exemption to Minimum Mileage Criteria:

Exemptions to the minimum mileage specified for assignment or retention of a fleet vehicle may be

justified if the principal operator of the vehicle has duty assignments routinely related to public safety and/or response to life threatening situations, or if the vehicle's functional use can be classified as a "special need". Requests for exemptions should be submitted to the Fleet Administrator on the Form CP-3, "Application for Assignment of State Pool Vehicle or Update of Previous Application." The Fleet Administrator will advise the Agency Transportation Officer (ATO) in writing as to the approval/disapproval of the request with a copy to the appropriate agency head. The agency head, if dissatisfied with the decision, may submit a formal appeal to the director of DGS.

B. Basis for Exemption to the Minimum Mileage Criteria for Fleet Vehicle Assignment:

1. Exemption based on public safety and response to life-threatening situations:

- a. Vehicles assigned to law enforcement officers as defined in Section 9.169 of the Code of Virginia; state employees who have investigative, enforcement and arrest powers pertaining to criminal laws.
- b. Vehicles assigned to state employees whose job duties require the constant use or continuous availability of specialized equipment directly related to their routine functions. (Refer to Section II, B-3 for explanation of "Specialized Equipment")
- c. An employee who is on 24-hour call for response to emergencies on a regular or continuing basis, where the emergency response is normally to a location other than the employee's official work station.

2. Exemptions based on "special need" classification:

- a. Vehicles used for essential travel related to the transportation of clients or wards of the Commonwealth on a routine basis.
- b. Vehicles used for essential administrative functions of an agency for which it is demonstrated the use of a temporary assignment, a trip pool vehicle or personal mileage reimbursement is neither feasible nor economical.

C. Recall of Fleet Vehicles Due to Underutilization:

On a quarterly basis the Fleet Administrator will inform the Agency Transportation Officer about the vehicles that failed to meet the minimum mileage criteria. Any vehicles reflecting significant underutilization for the first, second, or third quarter will be recalled immediately. Any vehicles failing to meet the annual minimum mileage criteria will be recalled at the end of the fiscal year.

The agency will have 30 days to submit a response justifying retention for any vehicle recalled as a result of underutilization. The Fleet Administrator reviews the agency response to the recall notice and advises the agency in writing of a decision.

The agency, in writing to the director of the DGS, may appeal the Fleet Administrator's decision. Failure by the agency to either return the recalled vehicle or submit justification, within 30 days, as to why the vehicle should not be recalled will result in the initiation of administrative sanctions by OFMS.

Section 4: Maintenance and Care of Vehicles

A. General:

Vehicle maintenance is the responsibility of the agency that owns or is assigned a vehicle from OFMS. Each agency should assign a specific individual(s), an Agency Transportation Officer, to be responsible for monitoring and controlling the routine maintenance and repair of vehicles.

For OFMS assigned vehicles, agencies should advise their operators to contact the OFMS Vehicle Management Control Center (VMCC) for all servicing, repairs, breakdowns, and accidents. When a fleet vehicle is inoperable, the operator shall call the VMCC to arrange for towing or on-site repairs, or for the transportation of the driver and any passengers to a safe location.

Agency owned vehicles should be maintained in accordance with agency policies and procedures and vehicle specific preventive maintenance schedules. Agency may contact OFMS for assistance in developing agency specific policies and procedures.

B. Routine Maintenance:

Operators of state-vehicles or an individual designated by the agency shall routinely check their vehicles to insure proper oil level, water and antifreeze for radiators, water for battery, wear on belts and proper inflation of tires. This service should be performed at least weekly and/or at time of fueling.

The exterior of the vehicles shall be washed, the interior vacuumed and the windows cleaned as often as needed. The OFMS facility and many VDOT shops have the capability to wash vehicles and several commercial establishments have been contracted to perform this service. Consult your Agency Transportation Officer, the VMCC or the Fleet Administrator for a list of VDOT facilities with automatic washers and approved commercial establishments.

C. Fleet Vehicle Servicing:

It is the responsibility of the agency to ensure vehicles are serviced at least once each 6,000 miles or six months, whichever comes first... This service frequency should be more often if the vehicle is routinely operated in dusty or dirty environments. The operator or the designee shall communicate with and follow the instructions from the VMCC for vehicle services. Such servicing is to include an oil and oil filter change, an inspection of the air filter, chassis lubrication and a visual inspection of the belts, hoses and tires.

D. Fleet Vehicle Repairs:

Mechanical trouble or deficiencies concerning a vehicle shall be brought to the attention of the VMCC, the Agency Transportation Officer, and the person responsible for vehicles at the agency, institution or work location.

All needed repairs or vehicle component replacements are to be managed by the VMCC. Operators will notify the VMCC when emergency repairs are needed, and follow instructions provided by the VMCC. The VMCC should be contacted for authorization prior to having any repairs performed by commercial establishments.

E. Responsibility for Cost of Repairs, Maintenance and Fuel: (OFMS owned vehicles)

OFMS will assume the cost of all fuel and lubricants, keeping fleet vehicles in good running order,

making repairs and replacing all vehicle components necessary due to normal wear and operation.

Repairs necessary due to improper maintenance, negligence, carelessness or abuse may be charged to the agency to which the vehicle is assigned or issued.

All decisions by the Fleet Administrator regarding cost responsibility for repairs, excluding vehicle accidents or incidents, are subject to an appeal by the agency in writing to the director of DGS.

F. Purchase of Fuel:

Fuel for vehicles is to be obtained from the OFMS facility or a VDOT facility. A directory of VDOT motor vehicle service facilities is located in the glove compartment of each vehicle. The normal hours of operation of these facilities, unless otherwise noted in the directory, is 8:00 a.m. to 4:30 p.m., Monday-Friday. Fuel, unleaded regular only, may be purchased from commercial stations when it is more practicable due to location or when the OFMS facility or VDOT facilities in the area are closed. Operators are expected to use self-service pumps at commercial stations, since this service is normally more economical. A fuel card is provided for such purchases.

Operators MUST enter correct odometer readings, no tenths, into the card readers at all VDOT and commercial self-service fueling sites. The VMCC will run daily fueling reports and will contact all Agency Transportation Officers and drivers that consistently fail to enter correct odometer readings. Correct odometer readings are critical to the fleet management system, and this requirement will be strictly enforced.

Section 5: Installation of Non-Standard Special Equipment

Non-standard equipment is defined as any vehicle component not furnished by OFMS at the time of vehicle assignment and attached in any way to the vehicle. This may include two-way radios, tape/CD players, receivers, telephones, antennas, trailer hitches, heavy duty shocks or agency decals. Agencies requiring such non-standard special equipment to be installed should follow these guidelines:

- A) Request and receive approval from the Fleet Administrator.
- B) The agency requesting the equipment must pay for the equipment, installation cost, maintenance and removal of equipment.
- C) Any damage or loss of resale value of the vehicle caused by the installation or removal of the non-standard equipment must be paid by the using agency.

Section 6: Fleet Vehicle Accidents

A. Notification of State Police:

The driver involved in the accident MUST contact the VMCC. The VMCC will then make arrangements to contact a local state trooper. All accidents involving a fleet vehicle, regardless of the amount of damage, must be investigated by a State Police officer. Arrangements for the handling of investigations have been made with the Department of State Police and all troopers are familiar with the information

desired.

For convenience purposes numbers for State Police Division Headquarters are listed below:

Division No. 1	Richmond	1(800)552-9965	(804)553-3444
Division No. 2	Culpeper	1(800)572-2260	(540)829-7401
Division No. 3	Appomattox	1(800)552-0962	(434)352-7128
Division No. 4	Wytheville	1 (800)542-8716	(276)228-3131
Division No. 5	Chesapeake	1(800)582-8350	(757)424-6820
	Melfa		(757)787-5813
	Norfolk		(757)455-3983
Division No. 6	Salem	1(800)646-1273	(540)375-9500
Division No. 7	Fairfax	1(800)572-4510	(703)323-4500

B. Towing:

When a fleet vehicle is inoperable, the operator shall call the VMCC to arrange for towing or on-site repairs, or for the transportation of the driver and any passengers to a safe location.

C. Completion of Accident Reports:

The operator is required to complete an "Automobile Loss Notice" form on any crash regardless of the amount of property damage or personal injury. The forms may be obtained from your Agency Transportation Officer. The original of the "Automobile Loss Notice" form should be forwarded directly to the Commonwealth's insurance carrier and a legible copy of the "Automobile Loss Notice" form should be forwarded to the Office of Fleet Management Services, 2400 W. Leigh Street, Richmond, Virginia 23220.

Vehicles operated through the Richmond OFMS location each contain an envelope in the glove compartment with a crash checklist and instructions. These information packets are also provided directly to the agencies with vehicles on regular assignment. If the Insurance Information Card is not available or if assistance is needed contact the VMCC.

Operators are cautioned against accepting responsibility for an accident or discussing the crash with anyone other than their supervisors, law enforcement officers, or a representative of an insurance company representing the Commonwealth of Virginia. The name and address of the Commonwealth's insurance carrier are noted in the "Accident" packet, which should be located in the glove box of each vehicle.

D. Accident Review Committee:

The Uniform Accident Prevention committee, chaired by a representative of the Virginia State Police, is comprised of representatives from 12 state agencies. This committee reviews, evaluates, and classifies all accidents involving fleet vehicles.

In writing the committee secretary will advise the state operator's Agency Transportation Officer of the committee's decision regarding responsibility for the accident. The crash will be classified as either preventable or non-preventable by the state operator, or as an incident. The letter setting forth the committee's decision shall be reviewed and signed by the operator and returned to the committee

secretary.

The state operator, if dissatisfied with the committee's decision, may initiate an appeal. An appeal may take the form of a request to appear before the committee or to be submitted in writing to the Fleet Administrator for submission to the committee for reconsideration. The committee will consider the additional facts or documentation and will advise the state operator's Agency Transportation Officer of their final decision.

If the operator is still dissatisfied with the appeal ruling the next and final step is for the agency head of the agency employing the operator to write to the superintendent of state police requesting an appeal before a state police panel.

E. Accident Repairs and Cost Responsibility:

The vehicle should be taken to a shop specified by the VMCC for the securing of estimates and/or repair. Shop personnel will secure the necessary estimates and provide copies to the VMCC.

Responsibility for the cost of repair will be based on the decision by the Uniform Accident Prevention committee. Cost of repairs will be borne by OFMS in those instances where it has been determined the crash was non-preventable and there was no negligence on the part of the state operator. The agency assigned the vehicle will be charged for the cost of repairs when it is determined the state operator was at fault by contributing to the crash or where the origin of the damage to the vehicle is undetermined.

Prior to moving a vehicle all state drivers should perform a walk around visual inspection of the state vehicle, if damage is noticed call the VMCC immediately.

F. Revocation of Driving Privileges:

The right of an employee to operate a state-owned motor vehicle may be suspended. The use of OFMS vehicles are subject to specific criteria as established in OFMS Policies and Procedures available by January 2006.

Section 7: Fleet Vehicle Use

A. General Operation:

Operators should practice defensive driving by anticipating and observing the actions of other drivers and controlling the vehicle in a manner so as to avoid accidents. When operating the vehicle be aware averting your eyes from the road may cause an accident. Use 'best judgment' when changing climate control settings, using the radio or cell phone, or accessing other settings on the vehicle's dashboard. All state operators should perform a walk around visual inspection of a state vehicle prior to moving. Smoking and the use of other tobacco products are prohibited in OFMS trip pool and assigned vehicles.

B. Official Use Only:

Operators shall use fleet vehicles for official state business only. Operators guilty of misuse are subject to disciplinary action by their agency and may lose their privilege to operate a fleet vehicle.

C. Relatives:

Spouses of state employees are permitted to ride in fleet vehicles only when travel is directly related to official state business. Even then state employees are encouraged to use personal vehicles. Agency Transportation Officers should be consulted regarding agency-specific policies regarding this matter.

D. Hourly and Part-Time State Employees and Non-State Employees:

An agency may permit students, part-time or hourly employees, and volunteers to state service, to operate or ride in fleet vehicles if on official business for the agency.

Individuals not employed by the state may accompany state employees operating fleet vehicles when they have an interest in the purpose of the trip and their presence is directly related to official state business.

Non-state employees may be authorized to operate a fleet vehicle if they are performing a contracted function for the state and if such contract specifies that the state will provide such vehicle. Non-state employees, when authorized by the agency to operate a fleet vehicle, are subject to the same rules and regulations as state employees concerning the use and maintenance of the vehicle.

E. Hitchhikers:

Hitchhikers are not allowed to ride in any fleet vehicle.

F. Compliance with Motor Vehicle Laws:

It is the responsibility of each individual operator to observe all motor vehicle laws of Virginia. Operators must not knowingly operate vehicles that do not comply with legal requirements.

It is the responsibility of each agency and institution to guarantee employees possess a valid driver's license prior to authorizing use of a fleet vehicle.

All violations and fines, including parking citations, are the responsibility of the assigned driver at the time of such violation. Abuse of motor vehicle laws by an operator may result in the loss of the privilege of a fleet vehicle.

G. Alcoholic Beverages and Drugs:

Under no circumstances may a state employee operate a vehicle while under the influence of intoxicating beverages, drugs or other substances. Conviction of such offenses will result in the loss of the privilege of a fleet vehicle.

H. Use of Personal Vehicles:

When authorized by the agency, employees may use personal automobiles in the discharge of official duties within the continental limits of the United States with reimbursement at the rate prescribed by the Appropriation Act.

Agencies should monitor, on an annual basis, the personal mileage reimbursement paid to each employee. Such information may reflect the need for additional fleet vehicle assignments. Agency Transportation Officers should be consulted for agency-specific policies concerning the use of personal vehicles.

Where there would be a concentration of state vehicles parked idle for several days, such as at an agency conference, personal vehicles are recommended. When plans are to utilize the trip pool vehicles for short

trips, consideration should be given for using personal vehicles. This will enable trip-pool vehicles to be utilized for longer trips where personal vehicles possibly would not be desirable or economical.

I. Parking and Storage of Fleet Vehicles:

Individuals and agencies are responsible for secure and safe storage and parking of vehicles. Fleet vehicles shall not be left on non-residential streets or highways overnight unless it is necessary due to mechanical failure or emergency or if you have received approval from the Fleet Administrator. When a fleet vehicle is parked on a municipal street it shall be the responsibility of the driver's agency to ensure payment of all parking fees and any parking fines assessed against the vehicle. The vehicle may be parked in a commercial or municipal parking facility provided the driver or the driver's agency pays parking fees. The assigned driver shall be responsible for towing fees resulting from improper parking.

J. Toll Charges:

Toll charges incurred during travel in a fleet vehicle are the responsibility of the operator and/or agency.

K. Out-of-State Travel:

Trip-pool vehicles may be used for out-of-state travel.

Any use of a fleet vehicle out of the continental United States should be discussed in advance with the Fleet Administrator for verification of appropriate insurance coverage.

The commercial credit card provided with each fleet vehicle is normally accepted nationwide for the procurement of fuel. Verify credit card acceptance with the commercial establishment prior to authorizing purchasing fuel.

L. Driving Under Adverse Weather Conditions:

Operators who drive a fleet vehicle during adverse weather conditions are cautioned to take extreme care to ensure the safety of driver and passengers. Repairs for any damage to the vehicles resulting from their operation during adverse weather conditions will be charged to the using agency if it is found damage was caused by the driver's negligence.

M. Responsibility for Loss or Damage of Personal or Agency-Owned Property:

OFMS is not responsible or liable for loss or damage to any personal or agency-owned property or belongings transported or left in a vehicle issued by OFMS. Waiver of liability includes, but is not limited to water damage of contents caused by misalignment of trunks, doors or faulty weather-stripping resulting in interior exposure to the elements. It is the responsibility of each operator to report defects to the VMCC for correction.

N. Loss of Fleet Vehicle Keys:

OFMS is not responsible for any costs associated with keys being lost, stolen or locked-in the vehicle. Any costs for duplicate keys, locksmith services, or damage to vehicle resulting from forced entry by a state employee shall be the responsibility of the agency assigned the vehicle. If locked out of the vehicle contact the VMCC.

O. Seatbelts:

Seatbelts should be used in accordance with state law.

Section 8: Commuting with Fleet Vehicles

A. Request for Use of Fleet Vehicle for Commuting:

As specified in Chapter 11, Section 2.2-1179, fleet vehicles may not be used for commuting unless such use is required with respect to the duties of the employee and approved by the appropriate Cabinet Secretary, agency head and the Fleet Administrator. Requests for the use of a fleet vehicle for commuting are to be submitted to the Fleet Administrator by the agency on Form CP-3.

B. Reimbursement From Commuters:

All employees authorized to use a fleet vehicle for commuting shall reimburse the state for mileage unless they are law enforcement officers or employees who do not report to an official work station and whose office is in their home. Reimbursement shall be by payroll deduction only. The fee for commuting is to be based on the rental rate per mile for fleet vehicles times the round trip mileage between the employee's home and official work station times 220 days of commute per year or on the actual or anticipated commute days per year based on the previous years travel log. Anticipated commute days may be used in the absence of a vehicle log until such time as a log is initiated and 12 months historical usage is developed.

The payroll deduction amount will remain constant throughout the year unless:

- 1) The centralized fleet rental rate changes.
- 2) The employee changes the location of his/her residence or office.
- 3) Unusual circumstances prevail (extended illnesses, etc.)

Procedures for deducting these moneys from employee pay are established by the state comptroller and contained in the Commonwealth Accounting Policies and Procedures Manual.

C. Types of Home-to-Office Travel Excluded From These Regulations:

The following are the types of home-to-office travel which do not require a request for approval to commute:

- A) Employees who only travel between home and office when in "travel status" as defined in the "state travel regulations";
- B) Employees who only travel between home and office the evening preceding a trip or the morning following a trip.

D. Approval/Disapproval of Fleet Vehicle Use and Exemption of Fee Payment:

The Fleet Administrator reviews the agency's submission, computes the commuter fee as referred to in paragraph B, and advises the agency of approval/disapproval of the request for vehicle use and the appropriate fee.

E. Appeal of Fleet Administrator's Decision:

The agency head, if dissatisfied with the decision of the Fleet Administrator, may submit a written appeal

to the director of DGS. The director will review the appeal and advise the agency head and the Fleet Administrator of the decision.

F. Data Collection, Monitoring and Enforcement:

The Fleet Administrator shall collect and maintain information on the use of fleet vehicles for commuting. Each agency is to submit annually to the Fleet Administrator a listing of all fleet vehicles used for commuting, including the name of the principal operator and the operator's driver's license number, the annual commuter miles, and the commuter fee. This information is then submitted by the Fleet Administrator to the director of DGS.

The Fleet Administrator verifies on an annual basis, through information provided by Department of Accounts, that employees are reimbursing the state for the appropriate commuter charges. Any discrepancies between the initial fee determination and the actual reimbursement will be brought to the attention of the appropriate agency head for reconciliation.

G. Vehicle Travel Logs:

A vehicle travel log will be required if the agency elects to use "actual days commute" in lieu of the standard 220 days per year as addressed in Section VIII, B, herein. The log will show the dates and mileage of all home-to-office and office-to-home travel while in commute status and list the vehicle pool number, the operator's name and driver's license number.

The log shall be summarized on a quarterly basis by the operator and submitted to the Agency Transportation Officer for review. For each vehicle used to commute, the agency shall, on an annual basis, submit to the fleet administrator the one-way commute mileage, the total commute mileage, the number of one-way commute trips and the total payroll deduction.

Section 9: Mileage

Mileage will be collected and reported to the VMCC through the fuel card readers at VDOT and commercial fueling sites. Operators MUST enter correct odometer readings, no tenths, into the card readers at all VDOT and commercial self-service fueling sites. The VMCC will run daily fueling reports and will contact all Agency Transportation Officers and drivers that consistently fail to enter correct odometer readings. Correct odometer readings are critical to the fleet management system, and this requirement will be strictly enforced.

Section 10: Payment of Bills:

OFMS will bill the user agencies based on monthly usage and operational costs. Agencies are expected to process their bills for payment within 30 days of receipt of bill from OFMS. Bills delinquent by more than 45 days will be turned over to the comptroller for appropriate action. Continuous late submission of mileage reports or late payment of bills by an agency may result in the recall of vehicles, or a prohibition on new assignment requests, replacements, and use of trip pool vehicles.